



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

February 27, 2009

Ms. Goldmacker, H.R. Manager  
PLX Technology  
870 W. Maude Ave.  
Sunnyvale, CA 94085  
[kgoldmacker@plxtech.com](mailto:kgoldmacker@plxtech.com)

Transmitted by E-mail

Dear Ms. Goldmacker:

RE: FINAL MONITORING VISIT REPORT for PLX Technology– ET07-0298

Date of the Visit:	02/04/09
Beginning/Ending Time:	10:00 A.M. – 11:30 A.M.
Date of Last Visit:	04/30/08
Visit Location:	Company facility in Sunnyvale, CA.
Persons in attendance:	Kathy Goldmacker, H.R. Manager for PLX; John Twomey, Administrative Consult for PLX; Robert Jackson, ETP Analyst
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	04/10/07 – 04/09/09	Agreement Amount:	\$99,900
Training Start Date:	04/10/07	No. to Retain:	111
Date Training must be Completed:	01/09/09	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Fixed fee hourly rate for Class/Lab training/ AT	\$18./ \$26.

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[www.etp.ca.gov](http://www.etp.ca.gov)  
ETP (04/15/05)

### **FINAL REPORT SUMMARY:**

The Agreement was executed and training began on April 10, 2007. Your staff reported that all training was completed on 12/05/08, which allows for the 90-day retention period to be completed within the term ending date of the Agreement –04/09/09.

ETP approved two curriculum modifications- one on April 11, 2007 and another on April 12, 2007.

PLX records entered into ETP's tracking system show that 38 trainees have completed training (34% of planned retentions) and 15 trainees have completed the 90 day retention period (10% of planned retentions). PLX projects earnings to be \$25,452. (25% of the encumbered total \$99,900). Mr. Jackson, ETP Analyst reminded Ms. Goldmacker that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement.

Ms. Goldmacker stated that the company's low performance rate was attributable to the demands placed on the workforce which made training secondary to production needs.

### **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Trainees Started Training:	118	Completed Retention:	15
Dropped Following Enrollment:	6	In Retention Period:	23
Completed Minimum Hours for reimbursement:	38		
Completed Training:	118		

### **ATTENDANCE ROSTERS:**

Your ETP Analyst reviewed a total of 346 hours of training documented on ETP approved rosters. This figure represents twenty-four percent of the tracked hours in ETP's tracking system at the time of this report. No corrections to attendance rosters were needed in the final visit review. Your Analyst verified an Advanced Technology course recorded on multiday roster number fifteen took place on July 17-20, 2007 for 8.5 hours each day and did not include break times in the time recorded for reimbursement. Kathy Goldmacker, PLX H.R. Manager, mentioned the trainees in the single course that exceeded eight hours of training consisted of an exempt classification.

### **AUDIT:**

PLX will be notified in writing if this agreement is selected for an audit, conducted either at your site or by telephone. The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment

- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

### **RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

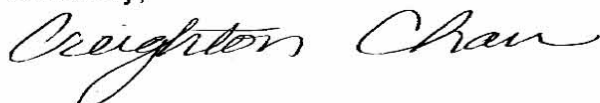
### **INTERVIEW WITH COMPANY CONTRACT KATHY GOLDMACKER, H.R. MANAGER**

- What barriers, if any, did your company experience in implementing your ETP project?  
No barriers to implement, but unnecessary trip to Sacramento.
- What problems, if any, did your company experience with ETP record keeping?  
No problems with record keeping- Excellent Administrator.
- What assistance could ETP have provided that would improve the process for future Contractors?  
Allow all training hours to count; eliminate the 24 hours minimum.
- How did your company benefit from the ETP training?  
PLX management realized improved team relations/ productivity. Engineering has gained leading edge technical knowledge.

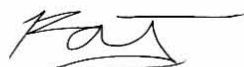
### **IN CLOSURE**

Please contact Robert Jackson, ETP Analyst, at (650) 655-6936 or email [rjackson@etp.ca.gov](mailto:rjackson@etp.ca.gov) within ten working days if there are any questions or comments.

Sincerely,



Creighton Chan, Manager  
San Francisco Bay Area Regional Office



Robert Jackson, Analyst  
San Francisco Bay Area Regional Office

cc: John Twomey, Administrative Consultant for PLX [pjtwomey@aol.com](mailto:pjtwomey@aol.com)  
Brian McMahon, Executive Director  
David Guzman, Chief, Program Operations Division  
Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor 4/20/09